



Direct Certification Application (DCA)

The Direct Certification Report

Students are directly certified for free meal benefits, without further application, when documentation of program participation is obtained directly from the appropriate State or local agency. The DCA system was designed to streamline the matching process and provide schools with their list of directly certified students.

Frequency of Direct Certification Activities

USDA regulation requires schools to conduct direct certification activities a minimum of three times during the school year and a minimum frequency of at least every three months. More frequent (monthly) efforts are encouraged to ensure students receive eligible meal benefits and are claimed accordingly on monthly reimbursement claim.

Eligibility Data Updates

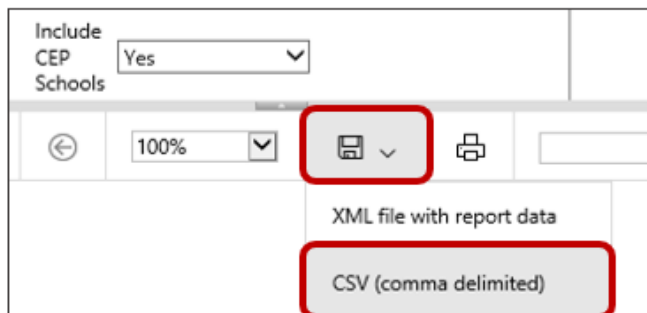
- Daily updates received from the SNAP/TANF and AIM systems (Migrant & Homeless flags from AIM)
- Monthly updates received from the Foster Care system
- Quarterly updates received from the FDPIR systems

Accessing the Direct Cert Report

The DCA reports are accessible on both the homepage and using the 'Reports' Menu.

- From the available reports listed, click the report titled "**Direct Certification Report**".
- The parameters can be adjusted to your needs.
 - If your district operates some schools as CEP, you have the option to omit CEP schools from the report.
- Click '**View Report**'
- The report generates and displays directly certified students.

Export the Direct Certification Report



- To **Export** the Direct Cert Report - Click the **floppy disc icon** and select the desired output.
 - To maximize efficient use of data, it is suggested to export to the **CSV Comma Delimited** file type which formats the data and titles within the header row properly. The CSV file can be opened/saved as Excel.
 - In Excel the data can be sorted as desired. (Highlight top row, add a Data Filter and sort desired columns)
- When saving report files, include the **Date** the report ran within the **file name**
 - By capturing the date you can easily track newly certified students not included on previous reports.
 - For subsequent reports pulled throughout the school year, **Sort** the report by the '**Processed Date**' column to filter the newest/most recently processed certifications to the top of the list.

Many Student Information Systems (SIS) and Point of Sale systems (POS) have the functionality to import direct certification data lists to bypass manual efforts and streamline the eligibility process. Check with your vendor for further details.

The functionality of the data in DCA relies on the student enrollment data reported to AIM. If a large population of student data appears missing, please check with the person at your district that updates AIM.